

Muskegon Charter Township

Automatic Bill Payment Program

With Automatic Bill Payment you can have your utility bill automatically paid from any participating bank, savings and loan or credit union account. Complete the attached form, return it and start enjoying the following benefits:

- No check to write
- No postage to pay
- No trip to Township Hall to pay your bill
- Out of town or sick? Your bill will be paid on time (no penalty for late payment)

You will continue to receive a quarterly utility bill for residential and commercial accounts with the notation: **Direct Debit**. You can choose paperless billing and receive these bills via email, just fill out our paperless bill sign up form available at Township Hall.

For additional information regarding this service please contact the Muskegon Charter Township Treasurer at (231) 777-2555 Ext 1136.

Frequently Asked Questions

How long does it take to get on the plan? Depending on when you sign up, most accounts will be converted prior to the next bill. You should continue to pay until you are notified **on** your utility bill.

What if I have a question concerning the amount of my bill? Contact the Treasurer's office at least 10 days prior to the due date of your bill.

Can I withdraw from the program? Yes. Notify the treasurer's department in writing at least 5 business days before the due date that you wish to discontinue this service.

When will the payment be deducted? All payments will be automatically withdrawn from your designated account on the 20th of the month in which your bill is due. The payment will be for the full amount of the bill. If the 20th falls on a weekend or holiday, the payment will be withdrawn on the next business day.

How do I sign up? Complete the online enrollment form or complete the attached enrollment form and return it to:

Muskegon Charter Township
Treasurer's Office
1990 E. Apple Ave
Muskegon, MI 49442

Automatic Payment Sign-up Sheet

Sewer Payment Information

Applicant's Phone number: _____

Name: _____

Service Address: _____

City: _____ **State:** _____ **Zip:** _____

Bank Name: _____

Routing Number: _____ **Account Number:** _____

Circle Account Type: Checking/Savings **Start Date:** _____

Signature/Date: _____

All sewer payments are withdrawn on the 20th of the month the bill is due

Sanitation/Garbage Payment Information

Applicant's Phone Number: _____

Name: _____

Service Address: _____

City: _____ **State:** _____ **Zip:** _____

Bank Name: _____

Routing Number: _____ **Account Number:** _____

Circle Account Type: Checking/Savings **Start Date:** _____

Signature/Date: _____

All sanitation/garbage payments are withdrawn on the 20th of the month the bill is due

A Non-sufficient funds charge of \$25 will apply if Muskegon Charter Township attempts to debit your accounts and the funds are not available on the dates indicated above